University of Massachusetts at Boston

Continuing Education

Bulletin

- undergraduate courses at convenient times and locations
- graduate courses at the Huntington Avenue Campus
- special non-credit offerings

Second-Class Postage is PAID at Boston, MA 02109

Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Issued Winter, 1982–3

Continuing Education, Spring '83

During the spring semester of 1983, UMass/Boston's Division of Continuing Education will offer a wide range of undergraduate courses for credit at six convenient off-campus locations—in Allston, Boston, Braintree, Hingham, Medford, and West Roxbury—as well as graduate courses at the University's Huntington Avenue Campus. Most of these courses will meet on weekday evenings; a few will meet on Saturdays. A schedule of registration deadlines and other important dates appears under "Academic Calendar" below. Descriptions of the courses appear on pages 3 and 4. A detailed schedule, listing the times and places at which all courses will meet, appears on pages 5 and 6.

Undergraduate courses will be offered at:

Boston City Hospital
818 Harrison Avenue, Boston

Braintree High School
128 Town Road, Braintree

Hingham High School
41 Pleasant Street, Hingham

Jackson-Mann Community School
500 Cambridge Street, Allston

Medford Community Education
Medford High School
489 Winthrop Street, Medford

West Roxbury Community High School
1205 V.F.W. Parkway, West Roxbury

The Division will also offer special programs in nursing for RN's, emergency health services, and alcoholism treatment services. For information about these programs, see pages 6 and 7.

Students can register for Continuing Education courses by mail, by telephone, or in person. Information about fees and payments appears on page 7; information about registering for courses appears on page 8. A registration form, for use in registering by mail, is on page 8.

Academic Calendar

Location of Courses	Harbor Campus Huntington Ave. Campus	Boston City Hospital Jackson-Mann Community School	Braintree High School	Hingham High School	Medford High School West Roxbury Community High School
Mail, Telephone, Walk-in Registration Period	Dec. 1–Jan. 7	Dec. 1–Jan. 21	Dec. 1–Jan. 21	Dec. 1–Jan. 21	Dec. 1–Jan. 21
Off-Campus Walk-in Registration and Math Diagnosis		Jan. 17, 6–8 pm	Jan. 10 & 12, 6–8 pm	Jan. 24, 6–8 pm	Jan. 19 & 20, 6–8 pm
Late Registration and Add/Drop Period	Jan. 17–21	Jan. 31–Feb. 5	Jan. 24–28	Jan. 31–Feb. 3	Jan. 31–Feb. 5
Classes Begin	Week of Jan. 17	Week of Jan. 31	Week of Jan. 24	Week of Jan. 31	Week of Jan. 31
Midsemester and Pass/Fail Deadline	Mar. 8	Mar. 22	Mar. 15	Mar. 1	Mar. 22
Withdrawal Deadline	Mar. 29	Apr. 12	Apr. 5	Mar. 21	Apr. 12
Holidays	Feb. 21 Apr. 18	Feb. 21 Apr. 18	Feb. 21 Apr. 18	Feb. 21	Feb. 21 Apr. 18
Vacation Periods	Mar. 14–18	Mar. 14–18	Feb. 21–25 Mar. 14–18 Apr. 18–22	Feb. 21–25 Mar. 14–18	Mar. 14–18
Classes End	May 2	Week of May 9	Week of May 9	Week of Apr. 11	Week of May 9
Reading Period (Grad. Courses only)	May 3–8				
Final Exams	May 9–16	Week of May 16	Week of May 16	Apr. 25	Week of May 16

About Continuing Education Courses

Students who have graduated from high school or who have earned certificates of general educational development are invited to begin or continue taking courses through the Division of Continuing Education. College-bound high school juniors and seniors interested in beginning their college educations may also enroll in Continuing Education courses.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college-level work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses and that they will be required to take a diagnostic test to ensure proper placement in mathematics courses. (For information about this test, see "Registration for Continuing Education Courses" on Page 8.)

To be admitted to any graduate-level course, a student must have earned a Bachelor's degree, unless other requirements are specified in this bulletin or unless written permission is obtained from the faculty member teaching the course. Students interested in taking graduate-level courses should be aware that there are prerequisites for certain courses and that admission to certain courses is restricted.

All Continuing Education courses carrying credit are equivalent in method and content to regular University courses. Credits earned in these courses may be applied toward UMass/Boston degree requirements and are ordinarily accepted as transfer credits by other colleges.

Any student who wishes to pursue a UMass/Boston degree should apply for formal admission by the time he or she has accumulated sixteen undergraduate credits or six graduate credits. Information about degree programs at UMass/Boston may be obtained through the University's Admissions Office. Once matriculated, a student should expect to take most of his or her courses at the University's main campus. There are, however, no restrictions on the number of courses a matriculated student may take through Continuing Education.

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The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination on the basis of race, color, sex, age, religion, national origin, handicap condition, or veteran status in its employment, in the recruitment, admission, and treatment of students, and in its policies and programs, as required by Federal and State laws and regulations. Inquiries concerning these laws and regulations should be addressed to the Director of Affirmative Action, Administration Building, Harbor Campus, University of Massachusetts at Boston.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Publications Office
83.031/11.82/30M

Undergraduate Courses

Accounting and Finance (AF) 210
Financial Accounting

Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g. owners, investors, and government) and enables students to analyze, interpret, and use accounting information effectively.

Accounting and Finance (AF) 211
Managerial Accounting

Presents the theory and technique of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems.
Prerequisite: AF210

Anthropology 103
Introduction to Cultural Anthropology

The study of recent and contemporary human societies in cross-cultural perspective. Ethnographic accounts are used to analyze and compare variations in cultural adaptions and processes of cultural change.

Anthropology 270
Indians of North America

An introductory survey of North American Indian societies and culture. Emphasis will be placed on the descriptive comparison of selected Indian societies through the study of North American culture areas, levels of sociocultural integration, Indian history, and contact with Euro-American culture.

Biology C101
The Basis of Life

The uniqueness of life within the physical universe. The matter and energy of life, the genetic code, molecular biology, and the origin and evolution of life. An overview for students in the humanities and social sciences of those features which distinguish living organisms from non-living things.
No background in the natural sciences is required.
Core Area: Natural Sciences.

Biology C102
Evolutionary Biology

Designed for students in the social sciences and humanities. Those areas of genetics, ecology and evolution that form a unified approach to the study of organisms and populations. An introductory course.
No background in the natural sciences is required.
Core Area: Natural Sciences.

Biology C112
General Biology II

An integrated course stressing the principles of biology. Life processes are examined primarily at the organismal and population levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Prerequisite: Biol C111.
Core Area: Natural Sciences.

Chemistry C107
Introduction to Chemistry I

Atomic and molecular structure, bonding energetics, and chemical reactions, as well as the theoretical principles of general chemistry, are considered. Required for nursing majors. Also open to non-science majors.
Core Area: Natural Sciences.

Chemistry C108
Introduction to Chemistry II

Basic organic chemistry, nomenclature, classes of compounds, and reactions of these classes are discussed as an introduction to a survey of biochemistry. Required for nursing majors. Also open to non-science majors.
Prequisite: Chem C107
Core Area: Natural Sciences.

Economics 101
Introductory Economics I

A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics).
(May be taken after Econ 102.)

Economics 102
Introductory Economics II

A broad introductory survey in which attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on examining the overall functioning of the economy and dealing with such matters as unemployment, inflation and recession.
(May be taken before Econ 101.)

English 101
Freshman English I

Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600 word papers.
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

English C130
Introduction to the Art of Literature

Fiction, poetry, drama, essays—what they are and what they mean. An introduction to ways of seeing and understanding literature—its genres, its forms, its styles, its methods and meanings. We will explore the common ground between literature and the other arts, while keeping in view the crucial differences.
Core Area: The Arts.

History 112
Modern Western Civilization

This course traces the major political, economic and cultural changes which have shaped Western society from the enlightenment to the present. Special attention will be given to the development of skills in written expression and the critical analysis of primary source materials.

History 265
American History I

A survey of American history from 1763 to the Civil War. The expansion and consolidation of the American union, the development of national and international policies and the cultural and economic forces that shaped them.

History 266
American History II

A survey of American history from the Civil War to the present. Expansion and consolidation of the American union, the development of national and international policies and the cultural and economic forces that shaped them.

Italian 268
The Italian-American Experience: Literature and Society

A study of the contribution of Americans of Italian descent to the American civilization, and of the interaction of the two cultures, through works of fiction and non-fiction. Consideration of the regions from which the original immigrants came. Readings and discussions in English.

Management (MGT) 130
Introduction to Business

Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business.

Mathematics C110
Basic Algebra

For students with weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include: multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, word problems. Generally limited to students with less than 3 years of high school math preparation.
Note: No student will receive graduation credits for Math C110 if it is taken after successful completion of Math C124 or C130 or a higher math course.
Prerequisite: Math Placement Test only.
Core Area: Mathematics and Computer Languages.

Mathematics C126
Elementary Statistics

Statistics without calculus. Brief review of elementary probability. Finite distributions and probability density functions. Computation of and elementary analysis of variance and regression. Expectation, confidence intervals and a few distribution-free non-parametric methods of data analysis.
Note: No student will receive graduation credits for Math C126 if it is taken after successful completion of Math C136 or 345 or 645.
Prerequisite: Math C125 or equivalent.
Core Area: Mathematics and Computer Languages.

Music C111
Introduction to Music

What is music? Why does it sound the way it does? How is it put together and who wrote it? These are the questions this course considers. We will listen to, and discuss, musical literature in all its variety from the simplest to the most complex, and from every period in history, in order to gain insight into the creative process involving sound and into the relation between composer and society.
Core Area: The Arts.

Music C114
The Listening Experience

This course assists students in developing skills of comprehension and in deepening musical understanding. Technical language, sometimes necessary in identifying musical processes, is kept to a minimum. At first, attention is focused on specific elements proper to music: rhythm, melody, harmony, texture, and basic organizational principles. These are related to comparable elements in other arts. Students subsequently discover how the elements of music work together in representative works drawn from a wide repertory. Historical changes in musical style are also observed.
Note: The University Assembly is expected to approve this new course before classes begin.
Core Area: The Arts.

Psychology 101
Introductory Psychology

A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, motivation and emotion.

Psychology 241
Infancy and Childhood Development

This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social and affective development bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role do the significant people play in his or her life?
Prerequisite: Psych C100 or 101.

Psychology 242
Adolescence

This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course will also focus upon major problems and characteristics of adolescents in modern society.
Prerequisite: Psych C100 or 101.

Psychology 243
Psychology of Adult Development and Human Aging

A developmental approach to human integrity and functioning in the second half of the lifespan. Stereotyped ideas about the aging process are critically reviewed. Special attention is given to newer approaches to facilitating psychological well-being in the latter years of life.
Prerequisite: Psych C100 or 101.

Sociology 101
Introduction to Sociology

The structure of society, cultural patterns and group life; the individual and socialization, groups, institutions, social systems, social change.

Sociology 242
The Family

A comparative and historical analysis of family systems. Emphasis on the development and future prospects of the nuclear family in middle-class industrial society.

Sociology 342
Aging and Society

An examination of theories and research on aging and society. The course is organized in two sections. The first section explores the general relationship of the aging process and the aged to the social, economic and political systems in a youth-oriented and work-oriented society. The second section draws upon cross-national and cross-cultural material.

Spanish C102
Elementary Spanish II

A continuation of Spanish C101. An intensive study of the four language skills based on an audio-lingual approach.
Prerequisite: Span C101 or equivalent.
Core Area: Foreign Languages.

Theatre Arts 126
Speech and Oral Interpretation

A study of the principles of public speaking and oral interpretation of literature. The course emphasizes the development of communication skills necessary for analyzing, preparing, and articulately presenting literary material in various situations.

Graduate Courses

Counselor Training 601
Research and Evaluation in Psychology
This course briefly examines the variety of approaches to investigative research and reviews the rationales and methodologies associated with various research strategies. The course develops relevant statistical topics, particularly considering their applications in specific academic settings. Each student taking the course is expected to write a thorough, scholarly analysis of a recent journal article, in his or her own area of specialization.

Counselor Training 602
Medical and Neurological Orientation to Rehabilitation Counseling
This course offers students with little or no exposure to advanced life sciences the opportunity to examine the physiological and anatomical bases for many chronic diseases with which they will work in a rehabilitation counseling setting. The course presents the etiology, progress, and potential resolution of a wide range of disorders, as well as the psychological impact of diseases and the limitations diseases place on patients. The final goal of the course is to prepare students to be effective members of treatment teams and to better understand their function as rehabilitation counselors.

Counselor Training 614
Counseling Theory and Practice I
This course provides grounding in the commonalities of counseling techniques and practice in utilizing various techniques. The course considers: the essentials of interviewing, note taking, and report writing, as well as the role of diagnosis, tapes, and role playing.

Counselor Training 615
Counseling Theory and Practice II
This course is an extension of Counseling Theory and Practice I. The course considers theoretical approaches (dynamic, humanistic, behavioral) and explores some non-traditional approaches. The course also considers the use of tape recordings, films, written records of interviews, and role playing.
Prerequisite: Coun 614.

Counselor Training 616
Group Counseling and Group Dynamics
This course introduces students to group dynamics, using the group process of the class group as a source of expenence of group membership and as a source of data for interpretation. Each student must participate as a group member. Students will engage in exercises, read a text, and attend lectures.
Prerequisite: Coun 614.

Counselor Training 622
Family and Parental Counseling
This course examines theories of family dysfunction and treatment from a systems perspective. The course considers the dynamics of family interactions, development tasks of the family life cycle, communication and structural theory, and systems inventories. The course also provides training in family interviewing skills.
Prerequisite: Coun 614.

Counselor Training 630
Principles of Guidance
This course reviews and analyzes the basic philosophy, scope and techniques of guidance in schools. The course also studies the role and function of the guidance counselor within the dynamics of individual and group behavior.

Counselor Training 664
Child Abuse and Neglect
Participants in this course will study the growing problem of child abuse and neglect in American society. Psychodynamic and socio-cultural factors that contribute to child abuse will be explored. Emphasis will be placed on prevention, intervention, treatment, and the legal aspects as well as the mandatory reporting of cases of abuse and neglect.

Counselor Training 670
The Use and Abuse of Alcohol in Society
This course surveys the broader problems caused by the use and abuse of alcohol in modern society. It draws upon intra- and intercultural comparisons in emphasizing the magnitude of the alcohol addiction problem, and presents and analyses normative data. Part of the course is given to a study of the physiological consequences of abusive drinking. The course will also consider poly-drug abuse, the family of the alcoholic, Alcoholics Anonymous, and the relationship of the criminal justice system to alcoholism rehabilitation. Participants will visit examples of the six kinds of agencies making up the community-based treatment system: the shelter, the detoxification unit, the halfway house, the in-patient center, the out-patient center, and the outreach program.

Counselor Training 671
Employee Assistance Programming
This course focuses on current critical issues in employee assistance programming, and familiarizes students with the historical development of employee assistance programs, with the elements of these programs, with the ways the programs operate, and with factors particularly affecting programs in industrial organizations. The course also acquaints students with the dynamics of the disease of alcoholism.

Counselor Training 672
Alcoholism and the Family
This course surveys the basic principles involved in analyzing family units. It considers the ways families are formed, and the ways family members work and live together, with special emphasis on the ways families with alcoholic members function or do not function in our society. By the end of the course, students should understand family systems better, and should be particularly sensitive to the problems of families afflicted by alcoholism. The course will also explore methods and resources available for helping such families.

Counselor Training 673
Alcoholism Counseling and Therapy
Students in this course become familiar with the techniques and tactics associated with various methods of treating people addicted to alcohol. The course explores definitions of alcoholism, the etiology of alcoholism, and the psychology of the alcoholic. It offers instruction and supervised practice in useful approaches to treatment, from A.A. and milieu therapy to T.A. and reality therapy. It also orients students to the different kinds of treatment settings available in communities.

Counselor Training 674
The Psychopharmacology of the Drug Ethanol
The addictive process of ethanol, the psychoactive drug in all forms of distilled spirits, is unique. Ethanol affects both mind and body in predictable ways. This course considers the nature of ethanol and the ways ethanol affects alcoholics before, during, and after treatment. The course also considers other psychoactive drugs.

Counselor Training 698A
Practicum in Counseling Psychology I
Counselor Training 698B
Practicum in Counseling Psychology II
Students enrolled in these practica are placed as apprentice counselors in school or agency settings under the direct supervision of professionals. Students meet weekly on campus in a small group seminar.
Prerequisites: Coun 605, Coun 607, Coun 608, Coun 614, Coun 615.

Elementary Education 603
Methods and Materials in Elementary Education
This is an introductory course in methods and procedures for teaching in the elementary school. The course emphasizes the preparation of instructional materials, unit method, daily lesson planning, general curriculum design, and methods in science, communicative arts, social studies, and mathematics. The course also considers classroom management and long range planning.

Elementary Education 606
Science in the Elementary School
This course is designed for the elementary classroom teacher with a non-science background. Students become familiar with behavioral objectives, scientific units that stress skills and require little equipment, and various evaluation techniques. The course covers a wide range of topics for use in grades K–6 and introduces students to free and inexpensive resources for teaching science.

Elementary Education 607
Nursery, Day Care, and Kindergarten Methods
This course introduces the student to the preschool child's curriculum and focuses on the continuity of educational experience. The course draws contrasts between the custodial aspects and the developmental aspects of environments.

Instructional Media (Med) 605
Administration of Multi-Media Departments
This course studies the various aspects of multimedia facilities and programs in today's schools. It emphasizes the responsibilities of program directors in handling such duties as staffing, budgeting, promoting multi-media (print and non-print) services, providing equipment specifications, and effective public relations. Through visits, the course provides first-hand experience with outstanding multi-media facilities in Massachusetts communities. Students are required to identify problems, to suggest reasonable solutions, and to organize (theoretically) a complete multi-media program for a school system.
Prerequisites: Med 601 or 602; and 603.

Reading 633
Adapting Instruction in Reading to the Special Needs Child
This course addresses itself to the teaching of reading with particular emphasis on the instructional needs of the special needs child. The course also explores techniques of identification and evaluation, as well as remedial procedures which can be used by the classroom teacher.

Reading 635
Reading Programs for the Academically Talented
This course will build on the general methods of teaching reading in preparing students to plan for the academically talented reader in the elementary grades. The course will emphasize identifying the bright child and planning special programs to meet his or her needs. The course will consider ways to individualize reading programs, ways to build independence in the content areas, research and study skills, discussion techniques, ways to develop appreciation of the literature of this and other cultures, together with ways to improve skills in critical and creative thinking and in reading.

School Psychology 601
Issues in School Psychology
This course involves discussion and study of the professional identity and function of the psychologist in the public school setting. It provides an intensive analysis of philosophical, technical, ethical, and administrative issues in school psychology. Taking this course immediately prior to or concurrent with the practicum is strongly recommended.

School Psychology 603
Advanced Psychometrics I
School Psychology 605
Advanced Psychometrics II
These courses make up a year's sequence of exploring devices of a projective and semi-projective nature, particularly those instruments applicable to school psychology and mental health clinics. The first semester includes an investigation of the projective aspects of the Wechsler Scales, surface projectives, sentence completion, and draw-a-person. The second semester will consider in depth the Bender-Gestalt, the Thematic Apperception Test, and the MMPI.
Prerequisites: Coun 604, Coun 612, Sch Psy 602.

School Psychology 606
Techniques of the Diagnostic Interview
This course provides an introduction to the use of the clinical interview in both clinical and educational settings. The course emphasizes the integration of interview data with multiple data sources, including supplementary behavior observations, psychological test data, and history. The course also emphasizes the use of the interview as a springboard for decision-making regarding the need for further diagnostic assessment and/or educational and treatment planning.
Prerequisites: Coun 608, Coun 614.

Special Education 602
Language and Cognition
This course examines the normal development of communication and conceptual skills, analyzes diagnostic instruments for assessing deviations, and critiques a variety of classroom intervention strategies. A field component is included.

Special Education 624
Screening and Identification of Special Needs Individuals
This course presents and critiques informal and formal assessment tools used in screening and identifying special needs individuals. Participants successfully completing the course will be able to recognize students' strengths and weaknesses, identify students' learning styles, and identify any physical constraints on the learning process.
Prerequisites: Spec Ed 602, Spec Ed 641.

Special Education 625B
Clinical Teaching II—Elementary
This course reviews the major causes of difficulties in reading and spelling and perceptual motor functioning (N-9). A variety of teaching approaches and methods and materials used in teaching special needs students (N-9) in the above areas will be described and evaluated. Attention will be given to matching appropriate methods of teaching to the students' learning styles. The mechanics of writing an effective IEP will be addressed.
Prerequisites: Spec Ed 602, Spec Ed 624, Spec Ed 641.

Special Education 626A
Clinical Teaching I—Secondary
This course will focus on the development of teaching strategies to be used with the secondary special needs learner in the basic academic skill areas. The course will also integrate the critical issue of adolescent development into consideration of the teaching strategies.
Prerequisites: Spec Ed 602, Spec Ed 624, Spec Ed 641.

Special Education 629
Consultation and Interpersonal Skills I
Through this course, teachers of children with moderate and generic special needs will gain an understanding of the principles involved in consultation and interpersonal skills. Intervention strategies and interviewing techniques will be stressed. The dynamics of the team process, roadblocks to communication, and an analysis of a school system with subsequent in-service recommendations will be discussed. Teachers enrolled in the course will have an opportunity to apply skills they have learned while concurrently examining theory.
Prerequisites: Spec Ed 602, Spec Ed 607, Spec Ed 624, Spec Ed 641.

Special Education 630
Consultation and Interpersonal Skills II
Through this course, teachers of students with moderate and generic special needs will gain an understanding of the principles involved in consulting and working collaboratively with parents of special needs students. Roadblocks will be identified and possible interventions will be discussed. Teachers enrolled in the course will have an opportunity to apply skills they have learned while concurrently examining theory.
Prerequisite: Spec Ec 629.

Special Education 631
Alternative Strategies for Vocational Assessment and Programming for the Secondary Special Needs Learner
This course will present an overview of the vocational assessment process and alternative vocational training programs for the secondary special needs learner.
Prerequisites: Spec Ed 602, Spec Ed 607, Spec Ed 624, Spec Ed 626, Spec Ed 641.

Special Education 641
Developmental Patterns: Implications for the Special Educator
Students in this course will consider the developmental patterns of children and adults with special needs in the physical, cognitive, perceptual, and psychological spheres. The main emphasis of the course will be on habilitation and rehabilitation programming for individuals with special needs within the regular school setting.

Special Education 698A
Moderate Special Needs Practicum
A supervised practicum experience, with seminar component, for trainees working with children who have been placed in 502.2, 502.3, or 502.4 program prototypes. Preregistration with program director required one semester prior to enrollment.
Prerequisites: Spec Ed 607, Spec Ed 624 Spec Ed 626, and either Spec Ed 625 or Spec Ed 631.

Schedule of Undergraduate Courses

Undergraduate courses offered through the Division of Continuing Education extend the resources of the University to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students who may take Continuing Education courses to meet University requirements. To serve potential as well as matriculated UMass/Boston students, both "Core" as well as "non-Core" courses are offered. Core courses, identified by the prefix "C" in the course number, emphasize the development of skills in written expression and critical analysis. Prospective UMass/Boston students are advised to consult the UMass/Boston *Catalog* for further information about the core curriculum and other degree requirements.

Dept. Code, No., Title	Day(s), Time Lab Fee Crs., Sched. No.
● Boston City Hospital	
Biol C112 **General Biology II**	MW 4:30–7:30 4 credits Lab. Fee: $20.00 059358
Psych 243 **Psychology of Adult Development and Human Aging**	T 4:30–7:00 p.m. 3 credits 404108
● Braintree High School	
AF 210 **Financial Accounting**	T 6:30–9:00 3 credits 021250
AF 211 **Managerial Accounting**	T 6:30–9:00 3 credits 021609
Anth 270 **Indians of North America**	TH 6:30–9:00 3 credits 033829
Biol C112 **General Biology II**	TTH 6:30–9:30 4 credits Lab Fee: $20.00 059409
Chem C107 **Introduction to Chemistry I**	TTH 6:30–9:30 4 credits Lab Fee: $25.00 081901
Econ 102 **Introductory Economics II**	M 6:30–9:00 3 credits 124905
Engl 101 **Freshman English I**	MW 6:30–7:45 3 credits 150558
Engl C130 **Introduction to the Art of Literature**	MW 6:30–7:45 3 credits 150154
Hist 265 **American History I**	W 6:30–9:00 3 credits 222504
Math C110 **Basic Algebra**	MW 8:00–9:15 3 credits 280659
Math C126 **Elementary Statistics**	MW 8:00–9:15 3 credits 281109
MGT 130 **Introduction to Business**	TH 6:30–9:00 3 credits 311957
Psych 241 **Infancy and Childhood Development**	W 6:30–9:00 3 credits 403401
Sociol 101 **Introduction to Sociology**	M 6:30–9:00 3 credits 447750
Sociol 242 **The Family**	T 6:30–9:00 3 credits 448200
Span C102 **Elementary Spanish II**	TTH 6:30–8:30 3 credits 462102
● Hingham High School	
Biol C101 **The Basis of Life**	MW 8:00–9:45 3 credits 058651
Psych 101 **Introductory Psychology**	MW 6:00–7:45 3 credits 403052
Sociol 101 **Introduction to Sociology**	MW 6:00–7:45 3 credits 447767
● Jackson-Mann Community School—Allston	
Econ 101 **Introductory Economics I**	T 6:30–9:00 3 credits 124556
Hist 112 **Modern Western Civilization**	W 6:30–9:00 3 credits 222155
Music C111 **Introduction to Music**	TH 6:30–9:00 3 credits 330203
Sociol 101 **Introduction to Sociology**	M 6:30–9:00 3 credits 447801
● Medford High School	
AF 210 **Financial Accounting**	T 6:30–9:00 3 credits 021205
Biol C102 **Evolutionary Biology**	MW 6:30–7:45 3 credits 059005
Chem C108 **Introduction to Chemistry II**	TTH 6:30–9:30 4 credits Lab Fee: $25.00 082300
Ital 268 **The Italian-American Experience: Literature and Society**	M 6:30–9:00 3 credits 257861
Math C110 **Basic Algebra**	MW 6:30–7:45 3 credits 280604
Math C126 **Elementary Statistics**	MW 6:30–7:45 3 credits 281058
Music C114 **The Listening Experience**	T 6:30–9:00 3 credits 330296
Psych 101 **Introductory Psychology**	Saturday 9:15–11:45 a.m. 3 credits 403007
Sociol 101 **Introduction to Sociology**	Saturday 12:00–2:30 3 credits 447705
● West Roxbury High School	
AF 210 **Financial Accounting**	M 6:30–9:00 3 credits 021154
Anth 103 **Introduction to Cultural Anthropology**	T 6:30–9:00 3 credits 033470
Chem C107 **Introduction to Chemistry I**	MW 6:30–9:30 4 credits Lab Fee: $25.00 081850
Chem C108 **Introduction to Chemistry II**	MW 6:30–9:30 4 credits Lab Fee: $25.00 082259
Econ 102 **Introductory Economics II**	W 6:30–9:00 3 credits 124878
Engl 101 **Freshman English I**	TTH 6:30–7:45 3 credits 150503
Engl C130 **Introduction to the Art of Literature**	TTH 6:30–7:45 3 credits 150109
Hist 266 **American History II**	TH 6:30–9:00 3 credits 222857
Math C110 **Basic Algebra**	TTH 8:00–9:15 3 credits 280553
Math C126 **Elementary Statistics**	TTH 8:00–9:15 3 credits 281003
MGT 130 **Introduction to Business**	W 6:30–9:00 3 credits 311902
Nurs 201 **Pathophysiology** (offered pending final approval)	M 6:30–9:00 3 credits 338227
Psych 242 **Adolescence**	TH 6:30–9:00 3 credits 403754
Sociol 342 **Aging and Society**	W 6:30–9:00 3 credits 448313
ThrArt 126 **Speech and Oral Interpretation**	W 6:30–9:00 3 credits 480357

Schedule of Graduate Courses

Graduate courses offered through the Division of Continuing Education extend the resources of the University to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students already matriculated at UMass/Boston or other institutions who will use credits earned in these courses to meet degree requirements; and 3) professionals such as educators for whom participation in graduate course work while not enrolled in a graduate degree program is useful to their professional development. Non-matriculated students should be aware that some graduate courses offered through Continuing Education are sponsored by degree programs that are currently under review and are not now admitting new students. Any non-matriculated student interested in a degree program at UMass/Boston should contact the Admissions Office for further information.

Dept. Code, No., Title	Day(s), Time Lab Fee Crs., Sched. No.
● Counselor Training	
Coun 601 **Research and Evaluation in Psychology**	T 4:30–7:00 3 credits 109700
Coun 602 **Medical and Neurological Orientation to Rehabilitation Counseling**	TH 4:30–7:00 3 credits 110052
Coun 614 **Counseling Theory and Practice I**	TH 7:15–9:45 3 credits 110401
Coun 615 **Counseling Theory and Practice II**	W 7:15–9:45 3 credits 110754
Coun 616 **Group Counseling and Group Dynamics**	W 7:15–9:45 3 credits 111108
Coun 622 **Family and Parental Counseling**	TH 7:15–9:45 3 credits 111451
Coun 630 **Principles of Guidance**	T 7:15–9:45 3 credits 111800
Coun 664 **Child Abuse and Neglect**	M 7:15–9:45 3 credits 112158
Coun 670 **The Use and Abuse of Alcohol in Society**	T 4:30–7:00 3 credits 112507
Coun 671 **Employee Assistance Programming**	W 4:30–7:00 3 credits 112850
Coun 672 **Alcoholism and the Family**	M 7:15–9:45 3 credits 113204
Coun 673 **Alcoholism Counseling and Therapy I**	TH 4:30–7:00 3 credits 113557
Coun 674 **The Psychopharmacology of the Drug Ethanol**	TH 7:15–9:45 3 credits 113906
Coun 698A **Practicum in Counseling Psychology I** **(Alcoholism Track Only)**	T 7:15–9:45 6 credits 114254
● Elementary Education	
Elem Ed 603 **Methods and Materials in Elementary Education**	W 5:30–8:00 3 credits 147415
Elem Ed 606 **Science in the Elementary School**	T 4:30–7:00 3 credits 147511
Elem Ed 607 **Nursery, Day Care and Kindergarten Methods**	TH 5:30–8:00 3 credits 147617

Dept. Code, No., Title	Day(s), Time Lab Fee Crs., Sched. No.
● Instructional Media	
Med 605 **Administration of Multi-Media Departments**	TH 4:30–7:00 3 credits 298153
● Reading	
Rdg 633 **Adapting Instruction in Reading to the Special Needs Child**	W 4:30–7:00 3 credits 147819
Rdg 635 **Reading Program for the Academically Talented**	TH 4:30–7:00 3 credits 147871
● School Psychology	
Sch Psy 601 **Issues in School Psychology**	T 7:15–9:45 3 credits 478606
Sch Psy 605 **Advanced Psychometrics II**	T 4:30–7:00 3 credits 478959
Sch Psy 606 **Techniques of the Diagnostic Interview**	M 7:15–9:45 3 credits 479303
● Special Education	
Spec Ed 602 **Language and Cognition**	TH 4:30–7:00 3 credits 473303
Spec Ed 624 **Screening and Identification of the Special Needs Individual**	T 4:30–7:00 3 credits 473656
Spec Ed 625B **Clinical Teaching II—Elementary**	T 7.15–9:45 3 credits 474000
Spec Ed 626A **Clinical Teaching I—Secondary**	TH 7:15–9.45 3 credits 474353
Spec Ed 629 **Consultation and Interpersonal Skills I**	T 4:30–7:00 3 credits 474702
Spec Ed 630 **Consultation and Interpersonal Skills II**	T 7:15–9:45 3 credits 475050
Spec Ed 631 **Alternative Strategies for Vocational Assessment and Programming for the Secondary Special Needs Learner**	TH 4:30–7:00 3 credits 475409
Spec Ed 641 **Developmental Patterns: Implications for the Special Educator**	TH 7:15–9.45 3 credits 475752
Spec Ed 698A **Moderate Special Needs Practicum I**	M 4:30–7:00 6 credits Supervision Fee: $200.00 Section 1 476106
Spec Ed 698B **Moderate Special Needs Practicum II**	M 4:30–7:00 6 credits Supervision Fee: $200.00 476500

Special Programs

● The RN/BSN Program: A Bachelor of Science in Nursing Program for RN's

The Division of Continuing Education offers a part-time BSN degree program for registered nurses. This accredited baccalaureate program is an upper-division sequence of 54 credit hours of nursing course work built on a broad liberal arts base. A total of 121 credit hours is required for graduation.

RN/BSN candidates may, at their own pace, complete liberal arts and science courses. In addition, RN/BSN candidates are required to pass three NLN examinations in nursing, medical-surgical nursing, parent-child health nursing, and pharmacology before beginning the upper-division professional courses.

The professional courses to be offered this fall are:

Nurs 306
Health Assessment II

Lecture: W 4:00–7:00 p.m.
Lab and clinical practicum: To be announced
4 credits
338556

This course is open only to degree candidates or to others who have obtained the consent of the program director. The course fee is $500, payable in full at the time of registration. Prerequisite: Health Assessment I or consent of program director.

Nurs 402
Synthesis of Clinical Practice Concepts

Lecture: W 4:00–7:00 p.m.
Seminar and 16 hours per week of clinical practicum: To be announced
10 credits
339102

This course is open only to degree candidates or to others who have obtained the consent of the program director. The course fee is $1000. An optional deferred payment plan is available. Prerequisites: Clinical Application of Nursing Theory II and Health Assessment I and II; or consent of program director.

Nurs 404
Professional Issues II

T 4:00–7:00 p.m.
3 credits
339657

This course is open only to degree candidates or to others who have obtained the consent of the program director. The course fee is $47.50 per credit. Prerequisite: Professional Issues I or consent of program director.

For further information about the RN/BSN program, please contact:

Maureen Young, Director
Continuing Education Nursing Program
University of Massachusetts at Boston
Huntington Avenue Campus
625 Huntington Avenue
Boston, MA 02115

● Emergency Service Training

The emergency medical service system is made up of three components: 1) "first responders," who are able to start emergency care immediately when time is important for the survival of victims of serious accidents or sudden illnesses, and to provide aid that will prevent further injuries and may even save lives; 2) emergency medical technicians, who provide advanced emergency medical care, stabilize the condition of victims, and prepare victims for transportation; and 3) hospital emergency departments, which provide the final stage of emergency care and treat victims as they begin to recuperate. Both the American Red Cross and the American Heart Association believe that there should be one first responder in every household and every office. Working toward this goal, the Office of Emergency Service Training offers reasonably priced training to the general public in the various elements of "first response." The Office also conducts more advanced courses for persons who wish to become emergency medical technicians and for practicing EMT's who wish to upgrade their skills.

Courses for First Responders

CPR: Basic Cardiac Life Support and Emergency Cardiac Care

TTH January 17–26, 6:30–9:30, 37150-41
MW March 14–23, 6:30–9:30, 37151-42
MW May 16–25, 6:30–9:30, 37152-43
Huntington Avenue Campus

Heart attacks, cardiac arrests, and choking require prompt and effective emergency action at the scene. This course provides training in basic life support techniques through lectures and practice sessions. Activating the emergency medical service system, managing emergencies in small children and infants, and preventing life-threatening emergencies are also given particular attention. The course is conducted in accordance with American Heart Association and American Red Cross standards. Each student completing the course receives a certificate.

Course Fee: $7.00

First Responders Training Course

MW January 31–March 7, 6:30–9:30, 37110-41
Huntington Avenue Campus

T February 1–April 5, 6:30–9:30, 37120-82
Medford High School

First responders are the most important part of the EMS system. They are trained to reach victims, determine the nature of emergencies, provide emergency care as indicated, and, when necessary, move patients without causing further injury. The emergency care skills of trained first responders include: CPR (cardiopulmonary resuscitation); controlling bleeding; activating the EMS system; dealing with environmental emergencies; dealing with sudden illnesses such as heart attacks, strokes, diabetic problems, and seizures; emergency childbirth techniques; and victim extrication. This course offers training in these skills, and is designed for police, firefighters, lifeguards, employees in business and industry, and private citizens.

Course Fee: $50.00

CPR Recertification

M–F, 9:00–6:30 p.m., by appointment
Huntington Avenue Campus

Students who successfully complete written and practical examinations offered through this recertification session are awarded one-year renewals of their CPR certificates. Practice sessions are arranged by appointment to allow students to prepare for the examinations.

Exam Fee: $5.00

Advanced First Aid

MW April 4–May 25, 6:30–9:30
and Sat, April 23, 8:00–4:30, 37131-41
Huntington Avenue Campus

This course is designed for people (for example, hikers, campers, scuba divers, police officers, and firefighters) who find themselves in situations where professional emergency medical service may be delayed for some time. The course provides instruction in bleeding control, splinting, bandaging, poison control, artificial respiration, emergency care for choking, emergency childbirth techniques, and extrication from automobiles after accidents. The course involves lectures, discussion sessions, and practice in simulated emergency situations. American Red Cross certified.

Course Fee: $55.00

Advanced Lifesaving

TTH February 1–February 24, 6:00–10:00, 37130-51
Clark Center—Harbor Campus

"Everyone a swimmer, every swimmer a lifesaver"—Commodore W. E. Longfellow. This course provides intermediate and advanced swimmers with knowledge and skills they can use to save their own lives or the lives of others in water emergencies. Since most drownings or near-drownings occur within 20 feet of safety, the major emphasis of the course is on self-rescue skills and extension skills. The course also develops such skills as survival floating and releasing oneself from a drowning swimmer. Students will learn how to recognize hazards and maintain safe practices while in, or on, the water. The course involves both discussion sessions and practice in lifesaving techniques. It is American Red Cross certified and meets one of three lifeguard certificate requirements.

Course Fee: $30.00

Defensive Driving

TTH February 22 and 24, 6:00–10:00, 37140-41
MW April 25 and 27, 6:00–10:00, 37141-41
Huntington Avenue Campus

This course teaches drivers how to protect themselves and the people around them by driving defensively. It is designed to build the confidence and skills drivers need to control motor vehicles in everyday driving situations and to handle unexpected traffic predicaments. Films and other visual aids are combined with lecture-discussions to stimulate and reinforce awareness of important techniques for safe driving. Each successful participant is awarded a National Safety Council Certificate.

Course Fee: $20.00

Courses for Emergency Medical Technicians

Emergency Medical Technician

MW January 31–May 24, 6:30–9:30, 37210-41
Huntington Avenue Campus

TTH February 1–May 3, 6:30–9:30, 37220-82
Medford High School

This course provides the foundation for persons seeking careers in one of the emergency medical service system areas. Participants are trained in all the skills currently recommended by the U.S. Department of Transportation. Given the knowledge, skills, and clinical experience, the EMT will be competent in securing the scene, assessing the mechanism of injury, triage, primary and secondary survey, stabilizing a victim of sudden illness or injury, and ambulance transportation technique. The course provides lectures by physicians and in-hospital experience at the Brigham and Women's Hospital Trauma Center; students also analyze their performance in videotaped practice sessions.

Course Fee: $300.00

Emergency Medical Technician—Intermediate (EMT-I)

MW March 7–July 18, 9:30–3:00, 37240-51
Harbor Campus

This course will train students to the EMT-I level. Successful participants will be prepared to work at an advanced level in emergency care settings under the supervision of physicians. Given the knowledge, skills, and clinical and field experience, the EMT-I will be competent in advanced patient assessment, documentation and communication, and initiating and continuing emergency medical care under medical telecommunications control. The EMT-I will be prepared to recognize such conditions as life-threatening shock and airway and respiratory problems and trauma, and to initiate appropriate invasive and non-invasive treatments for these conditions. The course provides clinical experience in the emergency room, the intensive care unit, the recovery room, the I-V team, and the morgue. The course also provides field experience through the Emergency Medical Service of the Boston Health and Hospitals Department. Each class will be limited to 20 students. Applications are available through the Office of Emergency Service Training.

Course Fee: $1,100

Emergency Medical Technician—Ambulance Refresher Course

TTH April 12–28, 37230-41
Huntington Avenue Campus

This course is for EMTs in need of recertification. It consists of a skills review, study of specific cases, adjunct review and practice, product update, and situation practice. The emphasis is on communication between mobile units, bases, and hospitals, on transportation of victims, and on ambulance operation. Students will analyze their performance in videotaped practice sessions and will take a written and practical examination.

Course Fee: $50.00

Emergency Vehicle Operation

TTH March 1–10, 6:30–10:00 and Sat and Sun, March 12 and 13, 8:00–4:30, 37310-41
Huntington Avenue Campus

MW May 2–10, 6:30–10:00 and Sat and Sun, May 14 and 15, 8:00–4:30, 37320-42
Huntington Avenue Campus

This course involves both classroom discussion and practice on the driving range. The course considers the legalities of emergency vehicle operation, selecting the best routes, reporting emergency operations, what to do and check before starting to drive, emergency vehicle control, physical forces that affect driving, unusual situations, and general operation. Driving range activities include: Dutton's weave (practice of precise forward and backward control of emergency vehicles in tight spaces); turnabouts (practice in using small side roads to turn around); evasive maneuvers (how to avoid obstacles in short distances even at high speeds); using a serpentine course (practice in directional control); Baird's judgement (practice in judging clearances); lane change maneuvers; skid control maneuvers on wet surfaces; controlled braking (practice in maximum braking stops while keeping directional control); decreasing width track (practice in narrow track with large emergency vehicles).

Course Fee: $165.00

BCLS Recertification for EMTs

MW March 21 and 23, 6:30–9:30 and Sat, March 26, 8:00–4:30, 37340-41
Huntington Avenue Campus

The emphasis of this course is on the performance of effective cardiac compressions and artificial ventilations with adjunctive aids during transportation. Recorder manikins are used to evaluate the student's compression and ventilation techniques on a moving stretcher, up and down stairs, and in a moving ambulance. The course also deals with the safe and effective use and maintenance of adjunctive equipment in resuscitation. CPR recertification is also included. Prerequisite: Current EMT-A certificate.

Course Fee: $40.00

Water Rescue

Sat and Sun, April 9 and 10, 8:00–4:30, 37320-51
Sat and Sun, May 21 and 22, 8:00–4:30, 37330-52
Clark Center, Harbor Campus

This course provides training for the EMT who may have to extricate victims from under water. It stresses personal safety and preparedness, and involves discussion and practice sessions. It teaches techniques for rescue of active and passive near-drowning victims, and of victims with neck and back injuries, as well as search techniques for submerged victims and survival in cold water.

Course Fee: $45.00

CPR Instructor's Course

Time by arrangement, 37410-41
Huntington Avenue Campus

Emergency care instructors are an important part of any successful EMSS team effort and have many responsibilities that reach beyond the primary objective of teaching a good course every time. This course involves discussion of EMS system entry, consideration of class management and presentation techniques, mini-lectures, videoanalysis, recorder manikin analysis, and consideration of instructor support networks. Participants must be dedicated and willing to function as team members. Current CPR certification is required of all participants; students who are EMTs with ambulance experience are preferred.

No Course Fee. Participants must be committed to teaching first responder courses in their communities.

For further information about Emergency Service Training or about organizing a first responder or other emergency care course at your location, please contact:

Gunnar Hexum, Director
Office of Emergency Service Training
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125
Telephone: (617) 929-7902

Alcoholism Treatment Services

The Alcoholism Treatment Services Certificate Program is designed for those working or interested in working in the treatment of alcoholism. Participants will:

- receive classroom and field experience in the various approaches to treating alcoholism;
- become familiar with the management and operation of alcoholism rehabilitation and detoxification centers;
- learn how to assess community needs and to act as leaders in alcoholism treatment services and administration.

This non-credit program consists of four required courses and a required practicum. The program offers two additional courses that may be taken by persons wishing to continue their professional development in the field of alcoholism treatment services. Each course carries 3 Continuing Education Units (CEU's); the practicum carries 10 CEU's. Each participant completing the program will receive a certificate.

The following courses will be offered during the spring semester from January 17 through May 2.

Course Title	Day, Time CEU's, Schedule No.
Required Courses	
The Use and Abuse of Alcohol in Society	Sat 11:00 a.m.–1:00 p.m. 3 CEU's 96550-51
Alcoholism Counseling and Therapy	Sat 1:00–3:00 p.m. 3 CEU's 96551-51
Organization and Administration of Alcoholism Treatment Facilities	Sat 9:00–11:00 a.m. 3 CEU's 96552-51
Practicum in Alcoholism Rehabilitation Services	By arrgt. with Program Dir. 10 CEU's 96553-41
The Psychopharmacology of the Drug Ethanol	Tu 5:00–7:15 p.m. 3 CEU's 96569-41
Elective Courses	
Alcoholism and the Family	W 5:00–7:15 p.m. 3 CEU's 96599-42
Employee Assistance Programming	Th 5:00 p.m.–7:15 p.m. 3 CEU's 96599-43

Interested persons may use the form in the bulletin to register for the program. They should be sure to compute course fees on the basis of $40 per CEU and to pay the $10.00 registration fee. It is also possible to register for the program in advance by telephone or in person at the Continuing Education Office at either the Huntington Avenue or the Harbor Campus.

Further information about the program is available from:

Dr. Jack Shea
Alcoholism Treatment Services Program
University of Massachusetts at Boston
625 Huntington Avenue
Boston, MA 02115

Fees and Payments; General Information

Course Fees

Undergraduate	$47.50 per credit
Graduate	$60.00 per credit

Service Fees

All Students

Registration Fee	$10.00
Late Registration Fee (when applicable)	$20.00
Bad Check Fee (when applicable)	$20.00

Harbor and Huntington Avenue Campus Students Only

	1–6 credits	7+ credits
Student Health Fee	$15.00	$30.00
Student Activities Fee	$11.50	$23.00
Student Athletics Fee	$6.25	$12.50

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payment:

Check:

Please make checks payable to the University of Massachusetts.

A payment of course and service fees made with an unacceptable check will result in the cancellation of the student's registration. The University *cannot* redeposit returned checks. For assistance in re-registering, contact the Continuing Education Office. A penalty fee of $20.00 must be paid at the time of re-registration.

MasterCard or VISA:

The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:

Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building, 2nd Floor; M–F, 9 a.m.–3:30 p.m.)

Note: Cash payments will not be accepted at any other UMass/Boston location.

Lab Fees

Lab fees must be paid for certain courses as indicated in the schedule listings. The amounts of fees appear under schedule numbers for those courses requiring fees. The lab fee for each course must be paid at the time of registration.

Student I.D. Cards

On-campus students are required to carry I.D. cards for the use of such facilities as libraries and the Clark Athletic Center. Cards may be obtained at the Harbor Campus through the I.D. Office (Building One, 4th Floor, Room 064) from 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. The charge is $2.00. Off-campus students not paying service fees may obtain, at the I.D. Office, special I.D. cards for the use of on-campus libraries. The charge for these cards is also $2.00.

The I.D. card fee will be included in the tuition bills of students registered for courses offered through state-funded programs. These students are not required to pay separately for I.D. cards.

Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration.

Cancellations

The Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meetings of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Refunds

A student who *withdraws* from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. See "Withdrawing from Courses" below.

Withdrawal before first schedule meeting	100%
Withdrawal within first two weeks of semester	80%
Withdrawal during third week	60%
Withdrawal during fourth week	40%
Withdrawal during fifth week	20%
Withdrawal after fifth week	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, the student must initiate the refund procedure by notifying the Office of Registration and Records.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline will receive a grade of "W" for that course. Withdrawal forms are available at the Office of Registration and Records at the Harbor Campus. Failure to submit a withdrawal form before 4:00 p.m. on the last day of the withdrawal period will result in a grade of "F."

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records.

Emergency Cancellations

Students in off-campus programs should listen for radio announcements concerning closing of the off-campus locations or call the off-campus locations for information.

Registration for Continuing Education Courses

Advance Registration by Mail

To register by mail for a course or courses offered at any UMass/Boston location, fill out the registration form included in this bulletin and send the form to:

Office of Registration and Records
Continuing Education Registration
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Registrations will be accepted on the basis of available space. Full payment must accompany the registration form (see "Fees and Payments").

Advance Registration by Telephone

Students wishing to pay course and service fees by using MasterCard or VISA may register by telephone. To register by telephone for a course or courses offered at any UMass/Boston location, simply call 929-7915. Verification of your registration will be sent to you about four days after you register.

Note: Unfortunately, telephone registration is available only to students wishing to pay course and service fees by using MasterCard or VISA.

Walk-In Registration

Students who would rather register in person may do so at each off-campus UMass/Boston location on the dates and at the times listed in the Academic Calendar. Walk-In Registration will take place at the Office of Registration and Records at the Harbor Campus (Administration Building, First Floor during the following times:
M–TH, 8:30 am–6:30 pm, F, 9:00 am–4:00 pm

Math Diagnosis

It is greatly to the advantage of the student to be placed in the proper mathematics course. *Students are advised to consult course descriptions for prerequisites and equivalents before registering for mathematics courses.* To ensure placement in the right course, each student must take a Math Diagnostic Test before being admitted to a course that requires this test as indicated in its description. This step will prevent loss of time in switching courses or obtaining refunds after classes have begun. The test will be given at off-campus locations on the dates and at the times set forth in the off-campus registration schedule.

Note: Students registering by mail may preregister for desired mathematics courses with the understanding that a subsequent change in courses, as indicated by the Math Diagnostic Test, may occur.

Late Registration

Late Registration will take place at each UMass/Boston location, on- or off-campus, during the periods listed in the Academic Calendar. Students registering during these periods must pay a $20.00 late registration fee.

Further Information

For further information about registering for Continuing Education courses, call the Office of Registration and Records at 929-7200. For further information about any other aspect of Continuing Education, please call 929-7900.

Registration Form Continuing Education Spring, 1983

Social Security Number **UMass/Boston ID Number (if any)**

Name Last First Middle Initial

Address No Street City State Zip

Student Status

○ Graduate ○ Undergraduate

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Sex

○ Male ○ Female

Marital Status

○ Married ○ Divorced ○ Single ○ Widowed

Residency Status

○ Instate ○ Out of State ○ Foreign

Veteran Status

○ Veteran ○ Non-veteran

Student Visa

○ Yes ○ No

Phone: ( )

Date of Birth Mo. Day Year

Current/former UMass student at:

○ Boston ○ Amherst

Accepted as UMass student at:

○ Boston ○ Amherst Class of

Previous UMass/Boston or Boston State Continuing Education student?

○ Yes ○ No If Yes, Date of Last Attendance:

Course Selections

Sched. No.	Dept.	Title	Credits

Alternate Selections

Sched. No.	Dept.	Title	Credits

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above.

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Make checks payable to University of Massachusetts.
Send checks and forms to:
Office of Registration and Records
Continuing Education Registration
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Do not write in shaded area.

Bank No.

Tuition Code

Batch

Please calculate payment below.

Registration Fee	$10.00
Health Fee (if applicable)	
Activities Fee (if applicable)	
Athletics Fee (if applicable)	
Course Fees (total)	
Total Payment Enclosed	

Service Fees for Harbor/Huntington Avenue Students Only

	1–6 credits	7+ credits
Health Fee	$15.00	$30.00
Activities Fee	$11.50	$23.00
Athletics Fee	$6.25	$12.50

Course Fees

Undergraduate	$47.50/credit
Graduate	$60.00/credit